

# Facility Rental Guidelines and Policies Indiana State Museum

Any individual, group, organization or corporation is eligible to apply for use of the Indiana State Museum. However, use may not be part of a profit or fundraising event unless a request is submitted in writing detailing the proposed event and subsequent approval is granted by the museum.

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## Guidelines, Policies and Procedures

**Alcohol:** Alcohol must be provided and served the by the Indiana State Museum's exclusive caterer, Crystal Catering. **Alcoholic beverages must be served with food and done so in accordance with all applicable laws.**

**Audiovisual Equipment:** The museum maintains a limited amount of audiovisual equipment available for rent (see separate list). If you need additional equipment, our staff may be able to arrange the rental with a local vendor.

**Catering: All food and beverages (including all alcoholic and non-alcoholic beverages) must be provided by the museum's exclusive caterer, Crystal Catering.** The client must utilize the services of the caterer, which shall be subject to a separate agreement between the caterer and the client. Eating and drinking is not permitted in the museum's galleries.

**Cleaning and Maintenance:** Guests are expected to remove papers, decorations and other materials immediately following the event.

**Decorations:** In an effort to protect the integrity of our exhibits, the museum must approve all decorations prior to an event set-up. Use of nails, staples, carpet tape, masking tape and any other adhesive is prohibited. Confetti, glitter, birdseed, bubbles or any similar material also is prohibited. The museum has a strict conservation policy and therefore carefully evaluates the use of floral centerpieces and decorations. The client's floral decorations must be treated to prevent the introduction of pests of insects into the indoor areas of the museum. For outdoor events, no pyrotechnics, loud speakers or flying objects are allowed without express written permission of the Indiana State Museum, White River State Park Commission and the Indianapolis Zoological Society. Helium balloons may not be released.

**Deliveries and Receiving:** All deliveries and pickups must be made at the museum's dock area. Please make arrangements with the events coordinator so we may provide advance notice regarding deliveries and pickup schedules to ensure no delivery is refused or interferes with an exhibit delivery. No CODs will be accepted. Materials used during an event must be removed from the loading dock by 10 a.m. the business day following the end of an event. Deliveries are restricted to small items.

**Gift Shop:** Clients may request that the museum gift shop remain open during an event. Minimum sales requirements and/or additional fees may apply.

**Hours of Operation:** The museum is open to the public Monday – Saturday from 9 a.m. to 5 p.m. and on Sunday from 11 a.m. to 5 p.m. Evening events in the public areas of the museum may not begin prior to the museum's closing time.

**Insurance:** The sponsoring organization must provide a certificate of insurance or insurance binder issued by an approved company for any event held at the museum. The certificate of insurance or binder shall evidence that the sponsoring group has obtained a general liability insurance policy providing for a limit of not less than \$300,000 for injury to or death of one person in any one occurrence and to less than \$1,000,000 for injury or death of all persons in that occurrence. The certificate of insurance must name the State of Indiana, the Indiana Department of Natural Resources and the Indiana State Museum as additional insureds for the time period of the event.

**Late Use:** All facilities must be vacated one hour after the conclusion of the event as scheduled but no later than midnight on the day of the event, unless prior approval is granted by the museum. If the event extends beyond this limit, additional fees may apply.

**Music and Entertainment:** Entertainment and music arrangements must be approved by the museum's event staff. All music levels during the event must conform to the city/county noise ordinance.

**Parking:** Guests may use the underground parking garage in White River State Park, subject to availability and applicable fees. Both valet parking and pre-payment of guest parking can be arranged if requested in advance.

**Photography:** Photography is permitted only in designated areas of the museum. Copies of museum photographs are available to promote an event at the museum through the event staff. The client is not granted permission to take photographs or use any museum photos for commercial use without the express written consent of the museum's Marketing & Communications Department. **The use of flash photography or tripods is not permitted in the museum galleries.**

**Printed Material / Promotion of Event:** The client shall neither sell nor distribute anything of value without the prior consent of the museum. The client agrees to submit any information, including programs and invitations, containing the museum's name, image or logo to the designated museum representative for approval prior to printing or airing. Media coverage of any event must be approved by the museum's Marketing & Communications Department **prior to** the event and adhere to the following:

- Client will assign a designated individual to accommodate media.
- Client will escort members of the media at all times while on site.
- Media are permitted in the public areas of the museum only – galleries are prohibited.

**Security:** The museum will provide security personnel for all events as well as during set-up and tear down. Additional expenses may be applied for events that exceed attendance maximums.

**Signage:** Signage within the museum requires advance approval of the events coordinator. Requests for outdoor signage on the building or on White River State Park grounds require advance written approval by both the Indiana State Museum and White River State Park.

**Smoking:** Smoking is not permitted in the museum buildings.

**Special Needs:** Please make the events coordinator aware of any special needs that may be required during the event so that staff can accommodate any logistics associated with those needs.